

## EYNSHAM BAPTIST CHURCH - HEALTH AND SAFETY POLICY

1. The church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the church premises.
2. The church will, therefore, take all necessary steps within its power to meet its responsibilities so far as is reasonably practicable by:
  - 2.1. maintaining the church premises and means of access in a condition that is safe and without risk to health;
  - 2.2. providing and maintaining furnishings and equipment which are safe and without risks to health;
  - 2.3. assessing the risk to the health and safety of those who use the church premises;
  - 2.4. ensuring the safe use, handling, storage and transport of articles, equipment, furniture and substances;
  - 2.5. providing appropriate information, instruction, training and supervision necessary to ensure the health and safety of those who use the church premises;
  - 2.6. providing and maintaining a proper environment for all users of the church that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
  - 2.7. arranging for suitable induction programmes and training; consulting, where necessary, with employees, leaders, helpers and volunteers on the effectiveness and implementation of this policy; and any necessary changes.
  - 2.8. ensuring that adequate funds and resources are made available for carrying out this policy.
3. The Diaconate has overall responsibility for health and safety. It has given responsibility for the fulfilment of this policy to the church's Health and Safety Officer as set out in the next section. The Diaconate remains responsible for the implementation of the church's policy and for the issue of supplementary policy statements where this may be necessary.
4. The Health and Safety Officer, currently Larry Poole, will:
  - 4.1. carry out appropriate risk assessments of the church's premises and activities and report to the Diaconate as necessary. Risk Assessments are to be reviewed annually;
  - 4.2. co-ordinate the implementation of the church's Health and Safety Policy (including Fire Safety);
  - 4.3. carry out investigations of any accidents and recommend measures for preventing their recurrence;
  - 4.4. ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
  - 4.5. ensure that all appropriate arrangements are made to provide for first aid;
  - 4.6. ensure that food safety legislation is complied with;
  - 4.7. arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary;

- 4.8. ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- 4.9. ensure that access to and from emergency exits and fire equipment is not impaired and that doors, corridors and steps are kept free from obstructions other than of a temporary nature.
5. Everyone, including contractors providing services, who uses the church or its premises will:
  - 5.1. take reasonable care of their own health and safety, and that of other people who may be affected by a someone's act or omissions while working or helping.
  - 5.2. co-operate with the church to enable it or any appropriate person, to perform or comply with a duty or requirement specified by relevant statutory provisions;
  - 5.3. ensure that they do not intentionally nor recklessly interfere with nor misuse anything provided in the interest of health, safety or welfare;
  - 5.4. make themselves familiar with and conform to the Health and Safety Policy of the church at all times;
  - 5.5. always observe all safety rules, procedures, and codes of practice, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
  - 5.6. conform to the food safety regulations that are applicable to themselves;
  - 5.7. co-operate with the church to enable it to fulfil the provisions of all health and safety legislation, including participating in any training if called upon to do so;
  - 5.8. report to the church's Health and Safety Officer or the Minister or any Deacon all accidents or hazardous occurrences or dangers whether persons are injured or not, as soon as is reasonably practicable;
  - 5.9. ensure that all working equipment and materials used by them is in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
  - 5.10. have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the church premises.

This policy statement was adopted by a resolution of a Church Members' Meeting dated 18.03.2018 and it will be reviewed not later than 3 years hence.

Annexes     A: Key people in EBC Health and Safety  
              B: Fire Safety  
              C: Standard Risk Assessments